

# Workshops

## January 2015

★ **Provo Employment Center**  
**1550 N. 200 W. • Provo**  
**801-342-2655 - Rebecca Farnsworth**  
**801-885-4888 - Carly Butters**

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUMÉ WRITING & COVER LETTERS:

January 5	9:00 AM–12:00 PM
January 22	9:00 AM–12:00 PM

#### INTERVIEWING SKILLS:

January 12	9:00 AM–12:00 PM
January 26	9:00 AM–12:00 PM

#### JOB SEARCHING WITH TECHNOLOGY & APPLICATIONS:

January 28	9:00 AM–12:00 PM
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#### NETWORKING STRATEGIES:

January 15	9:00 AM–12:00 PM
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#### COMMUNITY NETWORKING:

January 7	9:00 AM–10:00 AM
January 21	9:00 AM–10:00 AM

#### EMPLOYMENT ESSENTIALS:

January 14	10:00 AM–12:00 PM
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#### \*LINKEDIN #1:

January 27	10:00 AM–12:00 PM
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#### \*LINKEDIN #2:

January 29	10:00 AM–12:00 PM
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**RESUMÉ WRITING & COVER LETTERS:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCHING WITH TECHNOLOGY & APPLICATIONS:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

**NETWORKING STRATEGIES:** Learn how to design and implement a networking plan.

**COMMUNITY NETWORKING:** Build your network, develop your job search plan, receive career guidance, learn and develop various job-seeking skills, gain confidence in your abilities, listen to guest speakers and learn which employers are hiring and what they expect.

**EMPLOYMENT ESSENTIALS:** Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

**LINKEDIN #2:** Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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January 2015 (continued)

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MILITARY EMPLOYMENT ESSENTIALS:	
January 30	10:00 AM–12:00 PM
WORK SUCCESS ORIENTATION:	
January 5	8:30 AM–9:00 AM
January 12	8:30 AM–9:00 AM
January 20	8:30 AM–9:00 AM
January 26	8:30 AM–9:00 AM
Life Skills	
BUDGETING AND REBUILDING YOUR FINANCES:	
January 7	2:00 PM–4:00 PM
ASSERTIVE COMMUNICATION:	
January 14	2:00 PM–4:00 PM

**MILITARY EMPLOYMENT ESSENTIALS:** Veterans will learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

**WORK SUCCESS ORIENTATION:** Learn more about the intensive 2-4 week job search program, Work Success.

**BUDGETING AND REBUILDING YOUR FINANCES:** Learn how to budget, save, repay debt and build credit.

**ASSERTIVE COMMUNICATION:** Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.

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